

RECOMMENDATION FOR PERFORMANCE RECOGNITION

After completion of Parts I, III, and V of this form, the recommending official must forward this form, with necessary number of copies, to the appropriate approving official. Monetary awards also require Fiscal Officer clearance. Completed form should be forwarded to the Servicing Personnel Office (SPO).

I. EMPLOYEE DATA

1. Name of Employee *(If Group Award, attach list)*

(Last) (First) (MI)

2. Social Security Number

3. Pay Plan/Series/Grade

4. Salary

5. Organization (Correspondence Symbol)

\$

III. TYPE OF AWARD

6. SPECIAL ACT AWARD

Period Covered

Month Year to Month Year

Tangible Benefits

Intangible Benefits

Intangible Benefits

Value of Contribution

Extent of Application

☐ Moderate

☐ Limited

☐ Substantial

☐ Broad

☐ High

☐ General

☐ Exceptional

☐ Gov't/Nat'l

7. QUALITY STEP INCREASE

(For GS employees only)

Outstanding rating of period

☐ Yes

☐ No

Proposed Effective Date

Month Day Year

Last Quality Step Increase

Month Day Year

9. PERFORMANCE AWARD

(Based on current rating)

☐ PMRS (GM)

☐ PMS (GS/WG, etc.)

☐ Level 5 (Outstanding)

☐ Level 4 (Highly Successful)

☐ Level 3 (Fully Successful)

10. TIME-OFF AWARD

No. of hours granted

No. of hours granted in current leave year

Value of Contribution

Salary equivalent in dollars \$

☐ Moderate

☐ Substantial

II. SYSTEM INPUT DATA

(To be completed by SPO)(Optional)

A. PTI (NOAC)

B. Effective Date

C. Legal Authority Code

D. Award Amount

\$

E. Tangible Benefit Amount

\$

F. Indiv./Group Award Code

8. HONOR AWARD *(Non-monetary)*

☐ Distinguished Service

☐ Meritorious Service

☐ Commendable Service

☐ Valor

☐ Public Service

☐ Exceptional Service

☐ EEO Impact

☐ Volunteer Service

☐ Non-Monetary Award Item

(Describe item)

Total Value of item(s) \$

Other Honor Award

(Describe)

Tangible benefits \$

(If applicable)

IV. AWARD RECOMMENDATION AND APPROVAL

NAME/TITLE	SIGNATURE	DATE	AWARD AMOUNT <i>(If monetary award)</i>
11. RECOMMENDING OFFICIAL			
12. APPROVING OFFICIAL			
13. SIGNATURE OF FISCAL OFFICER OBLIGATING FUNDS <i>(If monetary award)</i>	APPROPRIATION NOS.	DATE	
14. SIGNATURE OF REVIEWING PERSONNEL OFFICE OFFICIAL		DATE	